

STUDENT HAND BOOK



SVR ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to JNTUA, Anantapuramu)

Ayyalurmetta, Nandyal, Kurnool (Dist.) – 518 502

SVREC STUDENTS HAND BOOK

VISION

To produce Competent Engineering Graduates & Managers with a strong base of Technical & Managerial Knowledge and the Complementary Skills needed to be Successful Professional Engineers & Managers.

MISSION

To fulfill the vision by imparting Quality Technical & Management Education to the Aspiring Students, by creating Effective Teaching/Learning Environment and providing State – of the – Art Infrastructure and Resources.

CORE VALUES

- ❖ Commitment to Continual Improvement
- ❖ Inclusiveness
- ❖ Enhancement of Student Learning through Innovative Instructional Methods
- ❖ Collaboration with Industry and other Institutions for Mutual Benefits
- ❖ Pursuit of Excellence in all Activities

AMENITIES

- ❖ Mineral water
- ❖ Canteen
- ❖ 100 kVA generator for back-up power supply
- ❖ Language lab
- ❖ Play Ground
- ❖ Boys and Girls Hostels
- ❖ Dedicated transport
- ❖ Air-conditioned seminar hall
- ❖ Central & Digital library

BEST PRACTICES

- Student Counseling
- Personality Development training
- Special Classes for GATE
- Industrial Visits
- Guest Lectures

DRESS CODE:

Dress Code for Boys

Full or Half sleeved shirt neatly tucked in with formal trousers

- ✓ Shoes and Socks
- ✓ Lab Coats & Shoes for Laboratory Sessions
- ✓ Identity Cards

Dress Code for Girls

- ✚ Formal wear dress like Salwar Kameez, Chudidar with dupatta, Sari
- ✚ Shoes and Socks
- ✚ Lab Coats & Shoes for Laboratory Sessions
- ✚ Identity Cards

Prohibited for boys

- Torn, faded Jeans and T-Shirts, Tight fitting dirty jeans, Caps
- Chappals / Sports shoes, Shorts, Trousers with 6 or more pockets

Prohibited for girls

- ❖ Pants and Shirts, Skirts, Shorts

Attendance Requirements:

Attendance Requirements:

- A student shall be eligible to appear for University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.
- Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester or I year may be granted by the College Academic Committee.
- A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester / I year, as applicable. They may seek re-admission for that semester / I year when offered next.
- Students whose shortage of attendance is not condoned in any semester / I year are not eligible to take their end examination of that class and their registration shall stand cancelled.

- A stipulated fee shall be payable towards Condonation of shortage of attendance.

Payment of Tuition Fee

- First semester fee has to be paid in the first ten days after the commencement of class work
- Second semester fee has to be paid in the first ten days after the commencement of class work
- Tuition fee must be paid promptly in time, otherwise the names of the students will be deleted from the rolls.

STUDENT DEVELOPMENT

Co-curricular Activities:

- ❖ Seminars
- ❖ Technical quiz programs
- ❖ Paper Presentations

Extra –curricular Activities:

- ✓ NSS
- ✓ Games and Sports
- ✓ Cultural and Literary Programmes

Rules and Regulations of the Central Library:

1. The entry will be restricted to Identity card holders only.
2. Bags, handbags and Personal books are not allowed to bring inside the library. The readers are requested to keep their personal belongings at the entrance of the library.
3. Books, journals, etc. taken from the shelves for reading should be left on the tables after use and 'not' to be replaced on the shelves.
4. All users leaving the library must show all books, folders, papers, etc. in their possession whether these belong to the library or not at the counter of the reading hall.
5. Engaging in conversation/discussion/group study inside the reading halls is strictly prohibited.
6. No user shall deface the library books by underlining or scribbling notes in the margins, etc.

7. Chairs and tables and other library equipment, fittings and furniture may not be marked, defaced, disarranged. Users should not place their feet on chairs or tables.
8. Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing a lost or seriously damaged book or other item; in addition to that he/she has to pay the fine.
9. Using of Cell Phones inside the library is **strictly** prohibited.
10. Strict silence, decorum and discipline must be maintained in the Library.
11. Computers are for educational use only. The use of the Internet in the library is for reference work. Accessing unauthorized sites, playing games, chatting etc. are strictly prohibited.
12. A fine of Rs. 1/- per day will be charged after the due date due to late submission.

The above mentioned rules and regulations are subject to periodical reviews and revisions. Failure to comply with library rules and regulations may result in the loss of library privileges and may lead to College disciplinary procedures.

Career Development Centre:

Guidelines to students from the CDC

1. Student should strive to excel in academic to avail placement opportunities by all companies (65% aggregate in mandatory and 70% desirable).
2. Students have to make continuous efforts to improve their aptitude and soft skills to enhance the chances of their selection in campus recruitments.
3. All final year & pre-final year students have to submit promptly any records of improvements in their marks through revaluation to the Career Development Centre.
4. When the students are on the campus, information regarding Training & Placement is displayed in the Career Development Centre Notice board. Students should watch this Notice board or such information.
5. when the students are NOT on the campus, i.e., during vacation etc., all correspondence from the Head, Career Development Centre will be made through e-mail or be displayed on the college website www.svrec.ac.in

6. All Final year & Pre Final year students must maintain a valid **e-mail** id. Students must submit their e-mail id and mobile numbers to the Head, Career Development Centre. Any change in the **e-mail** id or mobile number has to be promptly submitted to the Head, Career Development Centre.

7. When attending Campus Recruitments, students must neatly dress and well groomed. Boys must come in shoes with shirt tucked-in and preferably wear a tie. They shall invariably avoid wearing T-shirts.

8. When attending Campus Recruitments, students must carry the following without fail:

- a. College Identity card
- b. Sufficient number of passport size photographs
- c. Copies of all certificates and marks lists
- d. Good Resume
- e. Hall Ticket, if issued to them

Anti-Ragging Policy:

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under the Indian Penal Code and Andhra Pradesh Prohibition of Ragging Act, 1997 (A.P. Act 26 of 1997), which define ragging as:

"Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force."

"Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or

on independent finding of the Anti-Ragging Squad. The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009."

Punishable Ingredients of Ragging:

- ✓ Abetment / instigation to ragging
- ✓ Criminal conspiracy to rag
- ✓ Unlawful assembly and rioting while ragging
- ✓ Public nuisance created during ragging
- ✓ Violation of decency and morals through ragging
- ✓ Injury to body, causing hurt / mental trauma or grievous hurt
- ✓ Wrongful restraint
- ✓ Wrongful confinement
- ✓ Use of criminal force
- ✓ Assault as well as sexual offences or unnatural offences
- ✓ Extortion
- ✓ Criminal trespass
- ✓ Offences against property
- ✓ Criminal intimidation
- ✓ Attempt to commit any or all of the above mentioned offences against the victim
- ✓ Physical or psychological humiliation
- ✓ Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc.
- ✓ Any act that prevents, disrupts or disturbs the regular academic activity of a student

Punishments against Ragging:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the institution for a period, ranging from 1 to 3 years

- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period
- Fine of Rupees 25,000/-
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of an incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India).

National Anti-Ragging Helpline (Toll Free) No. : 1800 - 180 – 5522

SVREC CODE OF CONDUCT:

1. Students are responsible to the Principal for their conduct. They are prohibited from indulging in any activities amounting to breach of discipline either inside or outside the campus.
2. It is mandatory for students to carry their Id-Card with them while entering the College premises and produce the same when demanded by the Principal, Faculty or College staff.
3. Ragging is strictly prohibited and punishable.
4. All the students are instructed to follow the SVREC Mobile phone policy and bring to the notice of the authorities violations if any.
5. Students should regularly read the notices, announcements, etc. put up on the Notice Board. The College Administration will not be responsible for any inconvenience or loss arising out of their failure to read the notices.
6. Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching and administrative) and towards their fellow students.
7. Students shall maintain perfect silence in classrooms. They must not wander in the corridors or in front of class rooms or office rooms and must keep as quiet as possible at all times. During their free periods, student should work quietly in the Library or Reading Room, or spend the time without causing any disturbance.

8. Students shall take proper care of the College property, furniture and premises and they must not spoil or cause any damage to or tamper with College property, furniture and fittings. They shall not spoil the lawns.
9. Students shall park their scooters or motorcycles in the shed provided for this purpose.
10. Students are forbidden from any unseemly behavior like shouting, whistling, using abusive language etc., in the college premises at any time.
11. Punctuality to class timings and proper discipline in the classrooms, practical demonstrations and tutorials will be of highest order.
12. Indoor / outdoor games are prohibited during college hours.
13. Smoking, use of liquor or any allied substances and playing cards is strictly prohibited in college/hostel
14. College Management is not responsible for loss of any property, valuables and jewelry etc. of the students.
15. Dress Code is compulsory.
16. Students shall be liable to disciplinary action for violation of any of the rules of discipline. Disciplinary action may involve warning and/or suspension from classes, from the hostel, or even from the College.
17. Help keep your campus clean by throwing waste paper and crushed paper cups in the trash can and by returning empty bottles to the bottle case.
18. Students can leave the campus during class hours only after getting a gate pass from the Principal and HOD and after making entry in the Gate Register maintained by the gate keeper.
19. Notify your Class Teacher and the Receptionist immediately regarding any change in your parent's mobile number or home address. This is important for communication and record purposes.
20. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
22. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
23. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
24. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
25. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

1	Mobile Phone Policy : Introduction
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	Mobile Phone Policy
	<p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at:</p> <ul style="list-style-type: none"> ➤ Students are not permitted to use mobile phones within the campus. ➤ Students who are staying in college hostels should not bring the mobile phones to the college. ➤ All the staff members are empowered to confiscate mobile phones found with students violating the above rules. ➤ Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course. ➤ Staff members are allowed to use mobile phones in their respective cabins.

Computer Lab Rules and Regulations:

1. Students must present a valid ID card before entering the computer lab.
2. Students must Sign In/Out when entering and exiting the lab
3. Lab computers are strictly for academic purpose only. Therefore you are encouraged to use them to maximize your learning capacity.

4. DO NOT alter any setting and configuration of computers in the lab.
5. Inform the lab technician immediately if a computer is not working properly. DO NOT try to repair the equipment yourself. Additionally, you are not allowed to disconnect or move any equipment in the Lab.
6. No student is allowed to use flash/pen drives without consulting the Lab technician.
7. Don't damage, remove, or disconnect any labels, parts, cables, or equipment.
8. Absolute silence must be maintained in the labs at all cost.
9. Users must keep the labs quiet and tidy when they are working in the labs.
10. Users must not interfere with the normal operational controls in the system or try to alter the default system names or settings.
11. Always log off the computer in the proper manner when leaving the lab.
12. Students should leave their footwear outside before entering the computer lab.

Other Laboratory Rules and Regulations:

1. Students must wear prescribed dress.
2. Students must wear Shoes during the entire time that you are in the laboratory to protect you from splashes of chemicals, broken glass, and other hazards that may occur in the lab.
3. Students should maintain observation book and record for each lab.
4. Do not move or try to repair instruments. Report malfunctioning equipment to your instructor at once.
5. Students are not allowed to perform any unauthorized experiment.
6. Students should note the observations, complete all calculations and get it verified by the staff member.
7. Students should complete the record work of the experiment and submit it in the next class without fail.

DISCIPLINARY ACTION FOR MALPRACTICES IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the

		course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	If the candidate possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also

		debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and. a police case will be registered against them.
10	If the candidate comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	

Hostel Rules and Regulations

1. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
2. Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the hostel premises.
3. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.
4. Students should not keep any unauthorized property and unauthorized guests in his/her room.
5. No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel. In case, guest want to stay overnight in the hostel, he/she should take permission from warden.
6. Boys are not allowed to enter at the girl's hostel without permission.
7. All students are expected to be back in the hostel by 08.00 PM in the night. If any student wishes to be away, should take permission from the hostel authority with appropriate reasons.
8. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.
9. Students are not allowed to arrange any group religious activities in their room.
10. Students are not allowed to take common room's newspapers to their room at any time.
11. Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.

12. Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
13. Garbage and wastage only be put at garbage box available nearby hostel premises
14. Students during their stay in the hostel will be governed by the hostel management rules.
15. No student shall use the service of a hostel housekeeping person for personal work.
16. Students will not enter rooms of other students without permission of the inmates.
17. Every case of illness and accident must be reported immediately to the hostel authorities.
18. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
19. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
20. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
21. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
22. Any complaint from the neighbors/society will result in strict action.
23. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.
24. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.
25. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.